

VEHICLE OPERATOR'S MANUAL



**CITY OF
SPRINGFIELD, ILLINOIS**

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OVERVIEW

PURPOSE

City vehicles, privately-owned vehicles, or rental vehicles utilized by employees of the City of Springfield to conduct official City business shall at all times be operated in compliance with state and federal laws, the Springfield Code of Ordinances, and all other applicable agency rules governing the use and security of said vehicles.

This manual is issued to provide policies for the use and security of vehicles operated for the performance of official City business. The policies are intended to ensure conformance with all applicable state and federal laws, the Springfield Code of Ordinances, and all other applicable agency rules governing vehicle use.

APPLICABILITY

Written agency guidelines for vehicle use may provide more specific guidelines or expand upon the policies within this manual. Any written agency guidelines must be approved by and on file with the Office of Corporation Counsel's Risk Management Division (Risk Management).

GUIDELINES FOR IMPLEMENTATION

Copies of this manual will be circulated to employees and shall be placed in the operator's compartment of each vehicle owned, rented, or leased by the City of Springfield. The operator of any vehicle, including privately-owned and/or rented vehicles while on official City business, must have signed the Vehicle Operator's Manual Acknowledgment Form (see Appendix) and filed it with their agency.

RESPONSIBILITIES

Risk Management is responsible for administering vehicle use policies. Agency heads or their designee(s) have been delegated the responsibility for managing their agency's vehicle use.

City employees using a vehicle while conducting official City business shall operate the vehicle in compliance with this manual and all state and federal laws, the Springfield Code of Ordinances, and all other applicable agency rules governing vehicle use. Employees who do not comply with the regulations of the Vehicle Operator's Manual, together with their agency's guidelines, will be subject to disciplinary action, up to and including discharge.

ACCESSIBILITY

Copies of this manual may be obtained from your agency's Vehicle Coordinator, Risk Management (313 Municipal Center West, Springfield, Illinois 62701, telephone 217-789-2393), or on the City of Springfield Intranet.

CHAPTER 1 - GENERAL POLICIES AND RESPONSIBILITIES

1-1 POLICY

It is the policy of the City of Springfield that vehicle use shall be in compliance with all state and federal laws, the Springfield Code of Ordinances, and all other applicable agency rules governing the use and security of vehicles. This policy shall be applied in a manner consistent with procedures set forth in any applicable personnel rules or collective bargaining agreement. Non-compliance with the vehicle use policies stated in this manual can result in disciplinary action, up to and including discharge. Non-compliance can also result in an employee assuming personal responsibility for all property damage and bodily injury costs that occur during vehicle use.

1-2 RESPONSIBILITIES

Executive: Each agency head or his/her designee(s) shall be responsible for properly authorizing the use of vehicles as well as informing employees under their supervision of all requirements and rules related to vehicle use.

Supervisor: Each supervisor is responsible for informing employees under his/her supervision of their obligation to operate vehicles in a safe and responsible manner at all times. Supervisors shall be responsible to ensure that all employees authorized to use City, private, or rental vehicles to conduct official City business shall receive a copy of the Vehicle Operator's Manual and shall read and sign the acknowledgment as outlined in Chapter 6. In the event the employee is unable to read or write, the supervisor is hereby responsible for explaining the contents of this manual in detail.

Supervisors must report any citations for traffic violations or any vehicle collisions to Risk Management after receipt by the employee, or if made aware on non-work hours, at the commencement of the next assigned shift. Each supervisor is responsible for completing the Supervisor's Section of the *Report of Vehicle Damage/Accident Incident Form* and ensuring compliance with the City of Springfield Drug and Alcohol Testing Policy as related to an employee accident while operating a City, private, or rental vehicle on official City business. An employee may be prohibited from using vehicles to conduct official City business if the supervisor determines an employee to be an unacceptable risk.

Employee: Each employee using a vehicle to conduct official City duties is responsible for complying with the policies stated in this manual.

1-3 DEFINITION OF TERMS

Agency: The term "agency" refers to the elected offices of the Mayor, City Clerk, and City Treasurer, and the non-elected offices of the Office of Budget and Management, the Office of Corporation Counsel, the Office of Human Resources, the Office of Public Utilities, the Office of Public Works, the Office of Economic Development, the Office of Community Relations, the

Springfield Fire Department, the Springfield Police Department, Lincoln Library, and Convention and Visitors Bureau.

City Department: The term “City department” means any commonly accepted sub-division of a City agency.

City Employee: The term “City employee” means any person employed by the City of Springfield including those classified as full-time regular, part-time regular, temporary, seasonal or hourly.

City Maintenance Facility: The term “City maintenance facility” means a maintenance garage or fueling facility that is City-owned and operated.

City Vehicle: The term “City vehicle” means any vehicle legally owned, rented, or leased by the City of Springfield, or rented or leased by a City employee for authorized official City business, including City “take-home vehicles.”

Office: The term “office” is defined as the post of duty or the location at which official duties require the employee to report for work and/or spend the largest amount of working time.

Official City Business: The term “official City business” is defined as job duties required by the terms of the employee’s employment, work performed pursuant to an employee’s assigned job duties, or work authorized by an agency head or their designee(s), approved written agency guidelines or applicable collective bargaining agreements.

Personally Assigned Vehicle Program: The term “Personally Assigned Vehicle Program” means any assignment of a City vehicle to a City employee pursuant to approved written agency guidelines.

Private Vehicle: The term “private vehicle” means any vehicle not meeting the definition of a “City vehicle.”

Travel Status: For the purpose of this manual, “travel status” is defined as the status of an employee who is away from the office in the performance of official City business.

Vehicle: The term “vehicle,” unless the context otherwise requires, means any form of motorized transportation, including but not limited to cars, trucks, motorcycles, boats, and aircraft, or any special motorized equipment capable of, but not designed or used primarily for, the transportation of persons or property, including but not limited to wheel loaders, excavators, backhoe loaders, riding mowers, forklifts, and utility vehicles.

Vehicle Coordinator: Each agency having assigned vehicles is required to appoint at least one principal employee to act as “Vehicle Coordinator” to administer vehicle fleet duties and coordinate activities with Risk Management.

CHAPTER 2 VEHICLE USE AND ASSIGNMENT

2-1 VEHICLE USE

Authority: City vehicles are authorized for use only for official City business as specified by a Personally Assigned Vehicle Program, approved written agency guidelines, or applicable collective bargaining agreements. When in doubt, the decision must be made by the agency head or his/her designee(s) and based on whether the vehicle's use will serve the interest of the City.

Agency heads or their designee(s) may authorize the use of a private vehicle to conduct official City business when a City vehicle is not available or when it is in the best interest of the City.

Authorized Use: Authorized use is that conducted for official City business as defined by the City Vehicle Operator's Manual and authorized as specified by a Personally Assigned Vehicle Program, approved written agency guidelines, or applicable collective bargaining agreements. City employees will be afforded liability protection (defense or indemnity) by the City of Springfield or by the City's Self-Insurance Fund when engaging in authorized use of City or rental vehicles when conducting official City business.

The following are authorized uses of City, rental, or private vehicles conducting official City business:

- (1) travel between the office where the City vehicle is dispatched and the place where the official City business is performed;
- (2) travel between the place of dispatch or place of performance of official City business to another location including incidental personal use when specifically authorized;
- (3) when on official travel status, use between the place of official City business and the place of temporary lodging;
- (4) when on official travel status and not within reasonable walking distance, use between lodging and work location and places to obtain meals located reasonably near lodging and/or work location, places to obtain medical assistance, including drug stores, and similar places required to sustain the health, welfare, or continued efficient performance of the employee;
- (5) travel between the place where the official City business is performed and the employee's place of residence, which is strictly limited to employees to whom a City take-home vehicle has been assigned as authorized by a Personally Assigned Vehicle Program, approved written agency guidelines, or applicable collective bargaining agreements;
- (6) transport of City employees, other government officials, or guests of the City when they are on official City business;
- (7) transport of consultants, contractors, or commercial firm representatives when such

transport is in the interest of the City;

- (8) transport of materials, supplies, parcels, luggage, or other items belonging to or serving the interest of the City;
- (9) transport of any person or item in an emergency situation; or when pursuant to an employee's assigned job duties; and
- (10) other uses specifically authorized by a Personally Assigned Vehicle Program, approved written agency guidelines, or applicable collective bargaining agreements.

Unauthorized Use: Unauthorized use of City, rental, or private vehicles while conducting official City business can result in immediate disciplinary action, up to and including discharge. Discipline may also include suspension of all privileges to operate City vehicles. City employees will not be afforded liability protection (defense or indemnity) by the City of Springfield or by the City's Self-Insurance Fund when engaging in unauthorized use of City vehicles.

The following are examples of unauthorized, prohibited uses of City, rental, or private vehicles while conducting official City business:

- (1) use for personal purposes other than those that have been specified in "Authorized Uses" of this Chapter;
- (2) travel or tasks that are beyond the vehicle's rated capability or capacity as defined in the vehicle owner's manual or authorized by the City Vehicle Operator's Manual, the Personally Assigned Vehicle Program, approved written agency guidelines, or applicable collective bargaining agreements;
- (3) transport of families, friends, associates, or other persons when such transport is not in the interest of the City or authorized by the City Vehicle Operator's Manual, the Personally Assigned Vehicle Program, approved written agency guidelines, or applicable collective bargaining agreements;
- (4) transport of hitch-hikers;
- (5) transport of cargo that has no relation to the performance of official City business;
- (6) transport of hazardous materials, acids, explosives, weapons, ammunition, or highly flammable material, except by specific authorization or in an emergency situation;
- (7) transport of items or equipment projecting from the side, front, or rear of the vehicle in a way that constitutes an obstruction to safe driving, a hazard to pedestrians, or to other vehicles;
- (8) transport of other employees not on official City business to restaurants, cafes, drug

stores, or other places that are not in the service of official City business;

- (9) travel to entertainment and recreation events, travel for vacation purposes, or any travel that is not in the service of official City business;
- (10) extending the length of time the operator possesses the vehicle beyond what is needed to complete the official purpose of the trip;
- (11) using a City or rental vehicle purchased by the City for non-City business purposes outside of the employee's working hours, including on the weekend or on any leaves of absence, such as but not limited to vacation leave, sick leave, personal leave or medical leave (unless specifically authorized by the appropriate Department head);
- (12) being under the influence of, consuming, unlawfully possessing and/or unlawfully transporting alcoholic beverages, illegal drugs or controlled substances while operating City, rental or private vehicles to conduct official City business;
- (13) operating City, rental or private vehicles to conduct official City business while uninsured (for rental or private vehicles), having a suspended and/or invalid driver's license or having driving privileges otherwise compromised in any way;
- (14) operating City, rental, or private vehicles for official City business on a roadway while using an electronic communication device as defined by and in violation of the Illinois Vehicle Code, 625 ILCS 5/12-610.1 and 610.2, except as specifically allowed by the Illinois Vehicle Code, encouraging instead the use of electronic communication devices only when in a safely parked area; and
- (15) operating City, rental, or private vehicles for official City business, including any specialized motorized equipment, on City property while using an electronic communication device as defined by the Illinois Vehicle Code, encouraging instead the use of electronic communication devices only when in a safely parked area.

Driver Requirements: Drivers of City or rental vehicles must be City employees who have been authorized to operate a City vehicle. Persons other than City employees are prohibited from operating a City or rental vehicle for official City business unless prior written approval has been granted by the agency head or his/her designee(s). Violation of any Driver Requirement may result in a City employee being denied liability protection (defense or indemnity) by the City of Springfield or by the City's Self-Insurance Fund.

Employees must meet the following conditions in order to operate a City, rental, or private vehicle to conduct official City business:

- (1) possession of a valid driver's license that is legal and appropriate for the class of vehicle to be driven;

NOTE: Employees are required to notify their supervisor of any loss of driving privileges or any adverse change of the terms and conditions of the driver's license by the end of the assigned shift, or if not on shift, at the commencement of the employee's next assigned shift. Failure to comply may subject the employee to disciplinary action, up to and including discharge.

- (2) satisfactory completion of defensive driving course as required or mandated by individual agency policy and/or agency review committees; and
- (3) possession of the appropriate amount of auto liability insurance in accordance with state law and City travel regulations (for rental and private vehicles).

NOTE: A certificate of insurance or other proof of automobile insurance coverage must be on file with the employee's agency.

Driver Responsibilities: Drivers of City, rental, or private vehicles to conduct official City business are responsible for proper vehicle use and care. Violation of any Driver Responsibility may result in a City employee being denied liability protection (defense or indemnity) by the City of Springfield or by the City's Self-Insurance Fund. City of Springfield drivers must:

- (1) properly wear the provided safety belt(s) and require that all passengers wear safety belts; **NOTE:** An employee may be exempted from this requirement due to a medical disability, provided the employee presents to his/her supervisor a physician's statement certifying such disability prevents safety belt use;
- (2) use vehicle headlights when rain, snow, fog, or other atmospheric conditions require the use of windshield wipers, as mandated by state law;
- (3) operate City vehicles in a safe, courteous, responsible, and economical manner at all time – disregard of traffic laws, unsafe driving, or abuse of vehicles expressly prohibited;
- (4) obey all guidelines and policies pertaining to transportation and consumption of alcohol, prescription drugs warning against such use, illegal drugs, or controlled substances– this prohibition not applicable to employees transporting alcoholic beverages, prescription/illegal drugs, or controlled substances in the performance of law enforcement duties;
- (5) ensure the vehicle is in safe operating condition, i.e., tailgate in the upright position and all cargo carefully secured;
- (6) be aware of security when parking or placing a vehicle in a garage (see Chapter 4);
- (7) ensure that the vehicle is used for official and authorized trips only;
- (8) report any involvement in collisions to their supervisor by completing and filing the *Report of Vehicle Damage/Accident Incident Form* by the end of the assigned shift, or if not on shift, at the commencement of my next assigned shift;

- (9) comply with departmental policies concerning notification and repairs in the event of a breakdown or damage that prevents further operation of the vehicle;
- (10) purchase fuel, oil, and all other automotive services at a City maintenance facility/garage when possible;
- (11) be responsible for payment of fines and court costs related to any and all citations received for moving violations or illegal parking;
NOTE: Under certain circumstances, reimbursement for fines may be available for citations related to vehicle equipment violations if it is determined that the employee is not at fault.
- (12) provide copies of any moving or equipment violation citations received while operating a City, rental, or private vehicle for official City business to their supervisor by the end of the assigned shift, or if not on shift, at the commencement of the employee's next assigned shift, a copy of which must also be forwarded to Risk Management;
- (13) complete monthly reporting forms, vehicle logs, etc., as required by individual agency policies and procedures;
- (14) comply with all Illinois Vehicle Code rules and regulations as well as all federal, state, local laws, and other guidelines under this policy, the Personally Assigned Vehicle Program, approved written agency guidelines or applicable collective bargaining agreements; and
- (15) avoid unnecessary idling, when possible, by shutting down the vehicle/equipment and removing the keys to properly secure the vehicle in compliance with Chapter 4 – Vehicle Security.
NOTE: Employees should consult with their supervisor for specific equipment and vehicle idling guidelines.

Rental Cars and Mileage Reimbursement: Employees traveling outside the City of Springfield for approved, official City business when a City vehicle is not available must provide an estimate of a rental car's costs (rate and fuel) utilizing the City's rental car contract and an estimate for mileage reimbursement for use of a personal vehicle and must utilize the lower-cost option in order to qualify for travel reimbursement. In the event the lower cost option is mileage reimbursement for a personal vehicle, compensation to an employee for use of a private vehicle at City expense shall be in accordance with the Springfield Code of Ordinances, Chapter 36.08(c). Mileage reimbursement for use of a personal vehicle for official City business shall not be compensable when the lower-cost option is a rental vehicle, and the employee chooses to use their personal vehicle.

2-2 TRANSPORTATION, POSSESSION, OR CONSUMPTION OF ALCOHOL AND DRUGS, OR A CONTROLLED SUBSTANCE IN A VEHICLE BEING USED FOR CITY BUSINESS

Policy: The following City of Springfield policy regarding the transportation, possession, or consumption of alcoholic beverages, prescription drugs warning against such use, illegal drugs, or controlled substances by employees operating any vehicle to conduct official City business will be strictly enforced. Non-compliance with this policy will result in disciplinary action, up to and including discharge. Non-compliance may also result in an employee assuming personal responsibility for all property damage and bodily injury costs that occur during vehicle use.

- (1) The possession, consumption, or transportation of alcoholic beverages while operating a vehicle to conduct official City business is prohibited. This prohibition does not apply to employees transporting alcoholic beverages in the performance of law enforcement duties.
- (2) The illegal possession or consumption of prescription drugs warning against such use, illegal drugs, or controlled substances while operating a vehicle to conduct official City business is prohibited. This prohibition does not apply to employees transporting drugs in the performance of law enforcement duties.
- (3) Operating a vehicle to conduct City business while one's operating abilities are impaired by the use of alcohol, prescription drugs warning against such use, illegal drugs, controlled substances, or a combination thereof is prohibited.
- (4) Any employee convicted of a violation of the Illinois Vehicle Code, 625 ILCS 5/11-501, or the Boat Registration and Safety Act, 625 ILCS 45/5-16, or a violation of a similar statute or ordinance of another governmental entity (operating a vehicle under any impairment listed in item three above) may be subject to discharge from employment if the violation occurred during operation of a vehicle to conduct official City business.
- (5) When an employee is operating a vehicle in the course of official City business, he/she may be subject to drug and/or alcohol testing pursuant to federal regulations, state statutes, collective bargaining agreements, and City policies, including the City of Springfield Drug and Alcohol Testing Policy and Procedures. If an employee receives a positive test result under the drug and alcohol testing policy or if he/she is convicted of driving under the influence as a result of a test administered by a law enforcement officer, he/she shall be subject to disciplinary action, up to and including discharge, pursuant to City policy and any applicable collective bargaining agreement(s).
- (6) Any employee whose driver's license is suspended (pursuant to the Illinois Vehicle Code, 625 ILCS 5/11-501.1, the Boat Registration and Safety Act, 625 ILCS 45/5-16, or a similar statute or ordinance of another governmental entity) for refusal to submit to a test(s) or tampering with test results for the purpose of determining the content of alcohol, other drug(s), a controlled substance, or a combination thereof in such employee's blood shall be subject to discipline, up to and including discharge, if the

refusal occurred in connection with the employee's conviction or as a result of testing administered through the City of Springfield's Drug and Alcohol Testing Policy and/or any applicable collective bargaining agreement(s) arising out of the employee's operation of a vehicle used to conduct official City business.

- (7) Any employee whose operating privilege has been suspended or revoked due to an alcohol or drug related incident may be referred to the Employee Assistance Program.

2-3 DOCUMENTATION, REPORTING AND ASSIGNMENT

Documentation: It is the responsibility of the agency Vehicle Coordinator to make sure the following documents are kept in the glove compartment of every City vehicle:

- (1) a current copy of the vehicle registration with the original registration documents retained in a central location for each agency;
- (2) an insurance card verifying that the vehicle is owned by the City of Springfield, Illinois, which as a governmental agency, is exempt from the State of Illinois mandatory vehicle insurance law;
- (3) a "*Report of Vehicle Damage/Accident Incident Form*" for all City agencies;
- (4) a copy of the "*Vehicle Operator's Manual*" for all City agencies; and
- (5) a copy of the "*Collision Procedures for Employees Covered by the City of Springfield Drug and Alcohol Testing Policy*" (where applicable).

It is the responsibility of the agency Vehicle Coordinator to obtain copies of the necessary insurance cards and driver's license from required employees of their respective agencies. This is to be done on a yearly and as-needed basis.

All new employees are to sign the Vehicle Operator's Manual Acknowledgment, which is to be kept by the agency Vehicle Coordinator.

Reporting: City vehicles may be assigned to specific individuals by an agency head or his/her designee(s). The agency Vehicle Coordinator is responsible for maintaining a record of those specific vehicle assignments. In addition, the agency Vehicle Coordinator is responsible to report all vehicle additions/deletions/transfers to the Office of Budget and Management's Property Control Coordinator.

Assignment: City vehicles may be assigned to individual employees whose official duties require:

- (1) the full-time use of a vehicle;
- (2) availability for 24-hour call out;

- (3) vehicles that are specially equipped with non-removable equipment; and
- (4) traveling to numerous locations over a considerable territory with infrequent stops at the employee's agency designation.

The use or assignment of a City vehicle does not necessarily include approval to drive the vehicle home. The City is not responsible for providing transportation to and from an employee's home, except as authorized by the agency head or his/her designee(s) and when it serves the interest of the City. Employees authorized to use City vehicles to and from work must declare the use of these vehicles as a taxable fringe benefit unless specifically exempted by law.

When an employee is on leave for an extended period or an employee's job duties are temporarily altered eliminating the need for an assigned vehicle, the assigned vehicle should be reassigned for other City uses.

CHAPTER 3 VEHICLE REPAIR AND MAINTENANCE

General Maintenance and Repairs: Each City agency having assigned vehicles is responsible for appointing at least one employee to act as a Vehicle Coordinator. The Vehicle Coordinator is responsible for ensuring that City vehicles are maintained in good working order at all times. Vehicle maintenance and repairs are to be scheduled by the agency's Vehicle Coordinator or his/her designee(s) and are to be performed at regular intervals in accordance with agency policy. All City employees are to notify their Vehicle Coordinators of needed repairs or driving problems in a timely manner.

Emergency Repairs: Should the need for emergency vehicle repairs occur during normal working hours, the appropriate Vehicle Coordinator should be contacted to affect the repair. Should the need for such emergency repairs arise during non-work hours, the vehicle operator must contact their immediate supervisor so that appropriate follow-up measures may be taken. Employees should not abandon a disabled vehicle without notifying their Vehicle Coordinator, or supervisor when off-duty, of its location.

CHAPTER 4 VEHICLE SECURITY

Policy: City of Springfield employees who are operating or otherwise responsible for City vehicles are to ensure those vehicles are properly secured to prevent damage and/or theft. In addition to the general policy outlined below, employees must also conform to all other applicable agency rules governing the security of said vehicles.

Storage: When not in use, City vehicles (excluding take-home vehicles) are to be stored on City-owned or City-controlled property, and if possible, within a secure area. Vehicles are to be locked and the keys secured in a manner to prevent unauthorized access.

Travel Status: While on travel status or other work assignment, employees shall attempt to park vehicles in the most secure area possible. To prevent damage or theft, unattended vehicles shall have the keys removed and be locked. When parked overnight, vehicles should be parked in a controlled, well-lit area whenever possible. When a vehicle is driven to an employee's home overnight, the vehicle shall be parked off the street whenever possible.

Supplies and Equipment: City-owned supplies and equipment that must be left in a City vehicle should be stored in an inconspicuous and secure area of the vehicle. When possible, employees on overnight travel status should not store portable equipment in vehicles overnight. Unsecured equipment should be removed from the vehicle and secured at the nearest municipal facility or within the place of lodging.

Personal Property: The City of Springfield will not be responsible for any personal property left in the vehicle whether attended or unattended. All weapons are prohibited in all City vehicles and all City buildings, except by sworn, authorized personnel. Properly licensed, concealed firearms are prohibited, except as allowed in properly secured areas of private vehicles in compliance with the Illinois Firearm Concealed Carry Act, 430 ILCS 66/65(b).

CHAPTER 5 REPORTING REQUIREMENTS

5-1 INSURANCE COVERAGE

Coverage: The City of Springfield provides liability coverage for City vehicles and drivers. This coverage is extended only to City employees while performing official City duties as defined in this manual. Employees operating vehicles in a manner not in compliance with the policies stated herein may be denied City liability coverage. In such instances, employees may be held personally responsible for property damage including damage to City vehicles and personal injuries that occur while operating a City vehicle. Questions concerning City liability coverage should be directed to Risk Management (313Municipal Center West, Springfield, Illinois 62701, telephone 217-789-2393).

Insurance Cards: Each City vehicle shall be equipped with an insurance card. Vehicle operators shall ensure the insurance card is present in the vehicle. Replacement cards can be obtained by contacting the appropriate Vehicle Coordinator or Risk Management at 217-789-2393.

Personal Insurance: Employees operating a rental or private vehicle to conduct official City business must possess the appropriate amount of auto liability insurance in accordance with state law and City travel regulations. A certificate of insurance or other proof of automobile insurance coverage must be on file with their agency. Employees must notify his or her supervisor of any loss of appropriate insurance or adverse change in the terms and conditions of insurance by the end of the assigned shift, or if not on shift, at the commencement of the next assigned shift.

5-2 COLLISION REPORTING

Reporting Procedures: Employees involved in collisions while operating City, rental, or private vehicles while conducting official City business shall comply with the following procedures:

- (1) stop immediately and investigate even if it appears to be minor;
- (2) call the police, and if necessary, emergency vehicles such as an ambulance, the fire department, etc.;
- (3) neither admit fault nor discuss the collision with anyone except the police officer at the scene;
- (4) notify their supervisor of the collision details (if operating a private vehicle, employees must also notify their private insurance carrier) and forward a copy of any moving or equipment violation(s) to their supervisor by the end of the assigned shift, or if not on shift, at the commencement of the next assigned shift;
- (5) get the facts – what happened; registration and insurance information including the

insurance company's name, agent's name and telephone number for all vehicles involved; the names, addresses, and telephone numbers of witnesses – and provide insurance information if requested, which is stated on the vehicle insurance card located in the glove compartment;

- (6) complete the *Report of Vehicle Damage/Accident Incident Form* giving as much detail as possible and submit to their supervisor by the end of the assigned shift, or if not on shift, at the commencement of my next assigned shift;
- (7) complete and submit an Illinois Form SR-1, "Illinois Motorist Report", to the Illinois Department of Transportation, Accident Records Section, 3215 Executive Park Drive, Springfield, Illinois 62766-0001 with a completed copy to their supervisor attached to the *Report of Vehicle Damage/Accident Incident Form*;
- (8) obtain and submit three (3) estimates for repair of the vehicle with the exception of repairs performed within City-owned facilities and provided that pre-authorization is given by Risk Management before any repairs are made;
- (9) follow the procedures as set forth in Appendix V of the City of Springfield Drug and Alcohol Testing Policy, if the employee is covered by that policy, or follow the policies contained in applicable collective bargaining agreements; and
- (10) contact Risk Management before making a settlement or if asked to sign any type of Release.

Provisions for legal counsel may be made available on a case-by-case basis pending review by the Corporation Counsel's Office.

Any collisions/incidents involving vehicles used for City business may be reviewed by agency review committees and are subject to the rules, regulations, and disciplinary action of said committee, up to and including discharge.

5-3 VEHICLE CODE CITATIONS

Employees who operate City, rental, or private vehicles to conduct official City business must notify their supervisor of any and all citations of the Illinois Vehicle Code received, whether on or off duty, that results in any loss of driving privileges or any adverse change of the terms and conditions of the driver's license by the end of the assigned shift, or if not on shift, at the commencement of the employee's next assigned shift. Failure to comply may subject the employee to disciplinary action, up to and including discharge.

APPENDIX
FORMS

CITY OF SPRINGFIELD RISK MANAGEMENT

REPORT OF VEHICLE DAMAGE/ACCIDENT INCIDENT

THIS REPORT MUST BE FILED WITHIN 24 HOURS WITH YOUR DESIGNATED DEPARTMENTAL DAMAGE CLAIMS OFFICIAL

DATE _____

CLAIM # _____

It is very important that this report be completed immediately following any damage or accident incident. Answer all questions fully. These answers will be used to file insurance claims and to determine the proper disposition of the incident.

PLEASE PRINT NEATLY.

I. INFORMATION ON CITY VEHICLE					
NAME OF DRIVER		BIRTH DATE		INCIDENT DATE AND TIME	
ADDRESS		CITY		STATE	ZIP
DRIVER'S LICENSE #		HOME PHONE #		DEPARTMENT	
VEHICLE #		VEHICLE LICENSE #		MAKE AND TYPE	
				V.I.N.	
LOCATION OF ACCIDENT/INCIDENT				SUPERVISOR'S NAME	
REPAIR ESTIMATE AND DAMAGE DESCRIPTION				WHERE CAN VEHICLE BE SEEN?	
II. INFORMATION ON OTHER VEHICLES/PERSONS					
A. INFORMATION ON OTHER VEHICLE OR PEDESTRIAN INVOLVED (IF APPLICABLE):					
NAME OF DRIVER		DRIVER'S LICENSE #		HOME PHONE #	
ADDRESS		CITY		STATE	ZIP
B. VEHICLE OWNER'S INFORMATION					
NAME OF OWNER		DRIVER'S LICENSE #		HOME PHONE #	
ADDRESS		CITY		STATE	ZIP
INSURANCE COMPANY/AGENT/ADDRESS		INSURANCE COMPANY/AGENT TELEPHONE		WHERE CAN VEHICLE BE SEEN?	
III. DAMAGE TO PROPERTY OTHER THAN VEHICLES (IF APPLICABLE):					
OWNER OF PROPERTY		HOME PHONE #		WORK PHONE #	
ADDRESS		CITY		STATE	ZIP
INSURANCE COMPANY/AGENT/ADDRESS		INSURANCE COMPANY/AGENT TELEPHONE			
DESCRIBE DAMAGE					
IV. DETAILS OF INCIDENT					
WERE YOU WEARING YOUR SEATBELT?		WEATHER CONDITIONS			
POLICE REPORT #	POLICE DEPARTMENT	WERE CITATIONS ISSUED?		WHAT WERE THE CHARGES?	
		<input type="checkbox"/> YES <input type="checkbox"/> NO			
WHAT ACTION COULD YOU HAVE TAKEN TO PREVENT THIS ACCIDENT FROM OCCURRING?					

V. INJURED PERSONS/WITNESSES

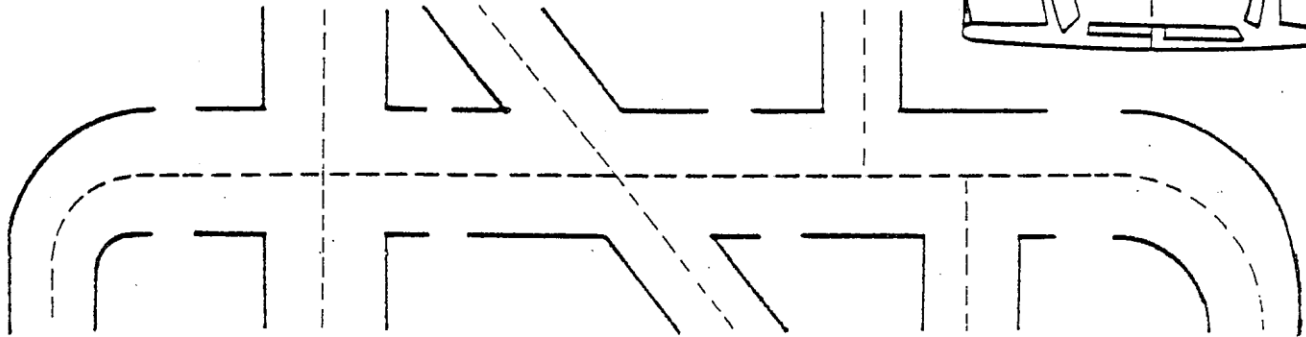
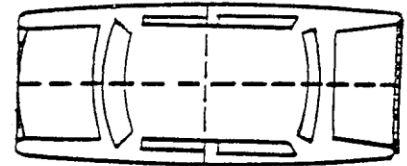
A. INJURED PARTIES (IF ANY):

NAME	PHONE #
NAME	PHONE #

B. WITNESSES (IF ANY):

NAME	PHONE #
NAME	PHONE #

ACCIDENT DIAGRAM—COMPLETE THE FOLLOWING DIAGRAM SHOWING DIRECTION AND POSITIONS OF AUTOMOBILES OR PROPERTY INVOLVED. CLEARLY DESIGNATING POINT OF CONTACT. SELECT THE STREET GROUP THAT BEST REPRESENTS THE LOCATION OF YOUR INCIDENT. IDENTIFY THE STREETS BY NAME AND DIRECTION. SHOW ALL OBJECTS INVOLVED.



GIVE STREET NAMES, DIRECTIONS AND LOCATIONS OF OBJECTS INVOLVED

INSTRUCTIONS:

- I. City vehicle is 1 Other vehicles are 2 3 4 , etc.
- II. Use direction of travel and point of impact.

DRIVER'S STATEMENT. ATTACH EXTRA SHEET IF NECESSARY.

DRIVER'S SIGNATURE	DATE
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SUPERVISOR'S SUMMARY OF ACCIDENT/INCIDENT INVESTIGATION. ATTACH EXTRA SHEET IF NECESSARY.

ACTIONS TAKEN BY SUPERVISOR

SUPERVISOR'S SIGNATURE	MGR./SUPT'S SIGNATURE	DIVISION HEAD SIGNATURE
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**CITY OF SPRINGFIELD
VEHICLE OPERATOR'S MANUAL ACKNOWLEDGMENT**

I hereby acknowledge receipt of the Vehicle Operator's Manual for the City of Springfield and signify that I have read and will abide by these rules and retain this document while employed by this municipality. If I am unable to read, I hereby signify that I have had these rules read and explained to me in detail and that I will abide by them and consult with my agency head and/or supervisor on any rule on which I am in doubt.

I hereby acknowledge that I possess a valid driver's license that is appropriate for the class of vehicle assigned for my use and enclose proof thereof. I will notify my supervisor of any loss of driving privileges or adverse change of the terms and conditions of said driver's license by the end of my assigned shift, or if not on shift, at the commencement of my next assigned shift.

I hereby acknowledge that I will notify my supervisor/foreman immediately when involved in a collision or a damage incident with a vehicle used for official City business.

If I drive my personal vehicle or a rental vehicle for official City business, I hereby enclose proof of insurance. I will notify my supervisor of any loss of appropriate insurance or change of the terms and conditions of said insurance within 24 hours of such loss or change.

(Print Name)

(Signature of Employee)

(Agency)

(Date)

The agency should retain the original acknowledgment. If you have any questions relating to the Vehicle Operator's Manual, please inquire at 217-789-2393.